Include	Action	Person	Begin Date	End Date	Completed
	Create System Test Plan for Enhancement	Lead Tester			
	Preliminary Work-Requirements				
	Review Requirement Document	Testers			
	Request Clarification, if needed	Testers			
	Attend Requirment Meetings, if requested	Testers			
	Preliminary Work-System Design				
	Review System Design Document	Testers			
	Request Clarification, if needed	Testers			
	Attend Design Meetings, if requested	Testers			
	Information Gathering (Includes reviewing programs or processes involved. Ensure familiarity with programs/processes not affected by enhancement.)	Testers/DC TM **DC TM to obtain any needed information from analyst or State TM			
	System Test Plan				
	Draft System Test Summary	Lead Tester			
	Create Deliverable In PTS	Mary			
	Attach Components	Lead Tester			
	Attend Scenario Brainstorming Session	Testers, DC TM, State TM			
	Create Scenario List	Lead Tester			
	Review Scenario List	Mary, DC TM, State TM			
	Create Scenarios	Testers			
	Create General Testing Scenario	Lead Tester			
	Attach General Testing Scenario to Component	Lead Tester			
	Create Deliverable Note for General Testing Scenario	Lead Tester			
	Create Notes, as needed	Testers			

Include	Action	Person	Begin Date	End Date	Completed
	Review Draft System Test Plan (includes Summary, Scenarios, Notes)	Mary, DC TM (if needed)			
	Update System Test Plan	Testers			
	Schedule System Test Kick-off Meeting	Lead Tester			
	Prepare System Test Kick-off Meeting Agenda	Lead Tester			
	Prepare System Test Plan Packet	Lead Tester			
	Chair System Test Kick-off Meeting	Lead Tester			
	Attend System Test Kick-off Meeting	State TM, DC TM, Testers, Mary			
	Review System Test Plan	DC TM, State TM			
	Update System Test Plan	Testers			
	Execute System Test Plan				
	Inform DC TM that coding changes can be moved to ST.	Lead Tester			
	Send email to TMs with cc: Test Manager indicating that ST is starting.	Lead Tester			
	==Change Status in PTS for Deliverable/Components==	Tester			
	Change Enhancement PCRs/Bundle Statuses In PTS and Add System Testing Component and Assignment	Testers /Mary			
	Test Scenarios (Includes documenting the results in PTS and updating the status of the Scenarios in PTS throughout testing.)	Testers			
	Provide ST Status Updates	Lead Tester			
	Keep Test Team informed of SDD/SDS ipdates	DC TM			

Include	Action	Person	Begin Date	End Date	Completed
	Document Issues and Notify TMs	Lead Tester			
	Resolve Issues and Notify Tester	DC TM			
	Retest Resolved Issues	Testers			
	If TDR, Review Retest Documentation	Mary, DC TM			
	Review System Test Results	Mary			
	Change Status in PTS for the Deliverable/Component to Complete	Lead Tester			
	Change Enhancement PCRs/Bundle Statuses In PTS	Testers /Mary			
	Prepare Final ST Memo	Lead Tester			
	Coordinate Printing of Reports and/or Copying of System Test Packet with Admin. or Print Reports and Make Copies as Needed.	Lead Tester Mary/Admin			
	Verify Packets Are Complete (Verify each copy contains all reports and is organized as listed on the Final ST Memo.)	Lead Tester			
	Provide System Test Packet	Lead Tester			
	Provide or Arrange for System Test Packet for Binder	Lead Tester			
	Add any Maintenance Issues to Deliverable 42	Lead Tester			

Throughout process, update the Weekly Status Report as Needed.

Throughout process, notify Mary when deadline may not be met.

Throughout process, copy Mary re: all enhancement e-mails.

Comments
TRS Time Under Enhancement # and Test Plan Development. Add enhancement name to header.
TRS Time Under Enhancement # and Test Plan Development.
TRS Time Under Enhancement # and Test Plan Development.
Determine if any overnight processing needed and what impact, if any, on work plan for System Testing. Notify Mary of impact.
TRS Time Under Enhancement # and Test Plan Development.
Include the Due Date from Work Plan.
Include the Due Date from Work Plan.
Create draft scenario list and provide to attendees.

Comments
Use Agenda template.
The Test Plan packet should be provided to TMs for review at the meeting.
TRS Time Under Enhancement # and System Testing.
Provide link to Issue Tracking document.
Status = 'Work In Progress'.
Change to 'DC Testing In Progress'.
Status = 'Work In Progress'. If multiple scenarios are waiting on batch run, status = 'On Hold-DC'. If complete and awaiting review, status = 'Validate'. If approved, status = 'Complete'.
Email of what will be changed and new version of SDD/SDS after changes are made.

Comments
Send email with summary of issue; indicate TDR number. Assign Scenario to DC TM. Change status to 'Problem Report'.
Process TDR. Re-assign Scenario to Tester or create TDR Assignment. Change status of TDR to DC Testing In Progress. (Scneario stay in 'Problem Report'.)
Retest Scenario or TDR. If TDR, change status to DC Testing Complete.
Change status of TDR to 'Resolved'.
Change to 'DC Testing Complete'.
Each Scenario Title on the Deliverable Component Scenario List Detail Report needs to be Highlighted.
Check if DC TM's copy to be used as Binder copy.
Goes to Admin (inbox).
Follow up as needed. Assign to 'user, T.'

Include	Action	Person	Begin Date	End Date	Completed	Comments
	Preliminary Work					
	Assign PCR to Tester	Mary/Back-up				
	Add Note in PTS re: assignment for testing	Mary/Back-up				
';	Attach Component and Assignment	Mary				PCR = 'DC Testing In Progress'; Component and Assignment = 'Work In Progress'.
	Review PTS Notes and Attached Unit Tests	Tester				
';	Update PTS Statuses	Tester				PCR = 'DC Testing In Progress'; Component and Assignment = 'Work In Progress'.
	System Test Plan					
	Draft Scenario List	Tester				
	Review Scenario List, if needed	Mary, DC TM				
	Create Scenarios, if needed	Tester				
	Execute System Test Plan					
	Test Scenarios	Tester				
';	Document Issue(s) in PTS/Change PTS Status	Tester				PCR = 'DC Testing In Progress'; Component = 'Work In Prgress'; Assignment = 'Problem Report'.
	Resolve Issue(s) and Notify Tester	DC TM				
	Re-assign PCR to Tester	Mary/Back-up				
	Add Note in PTS re: assignment for testing	Mary/Back-up				
';	Retest Resolved Issues	Tester				PCR = 'DC Testing In Progress'; Component and Assignment = 'Work In Progress'.
	Document Test Results in Word	Tester				
	Review System Test Results (in Word)	Mary				
	Document Final Test Results in PTS	Tester				
	Update PTS Statuses	Tester				PCR = 'DC Testing Complete'; Component and Assignment = 'Complete'.
	Provide System Test Results to State TM	Mary/Tester				Reprint entire PCR and attaach it and any hard copy documentation to the original PCR.